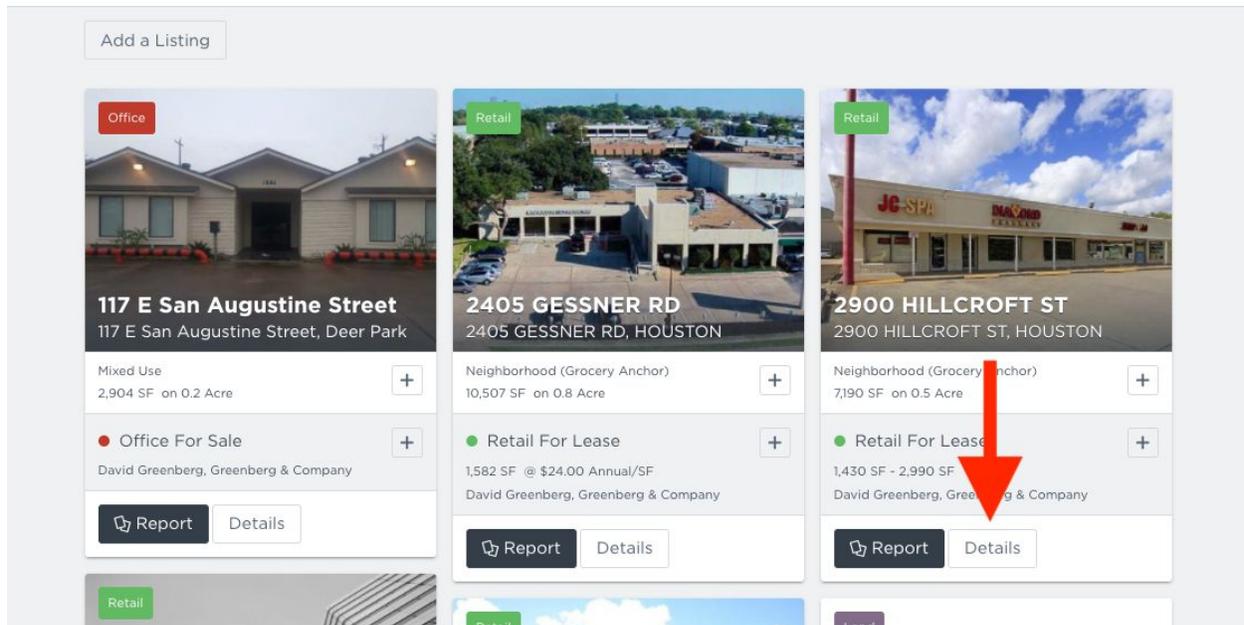
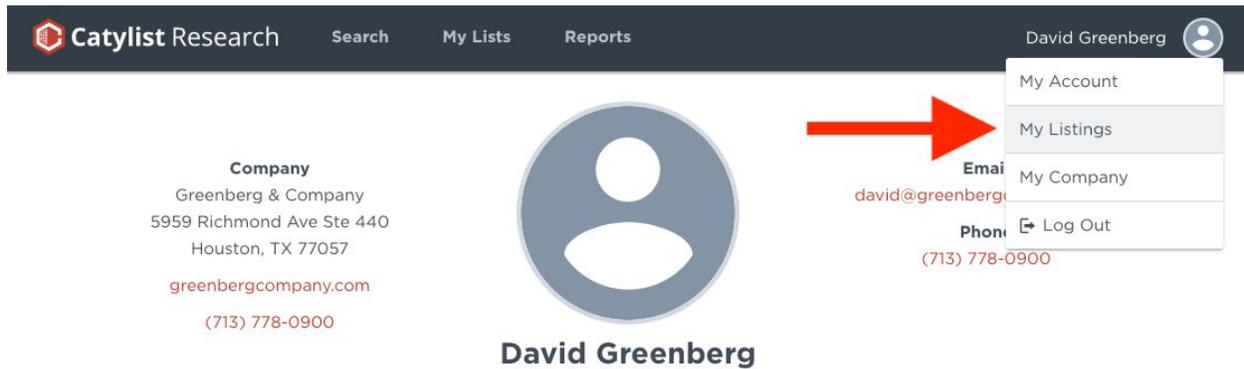




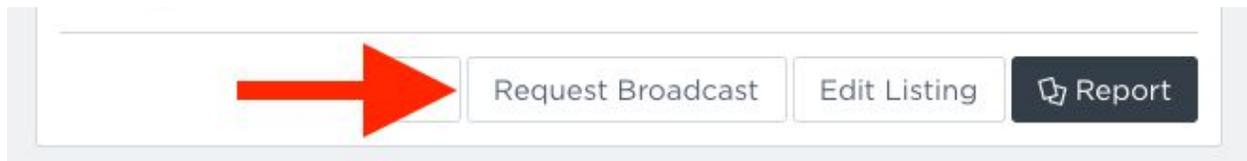
# Send & Receive Broadcast Email

## Sending Listing Broadcasts

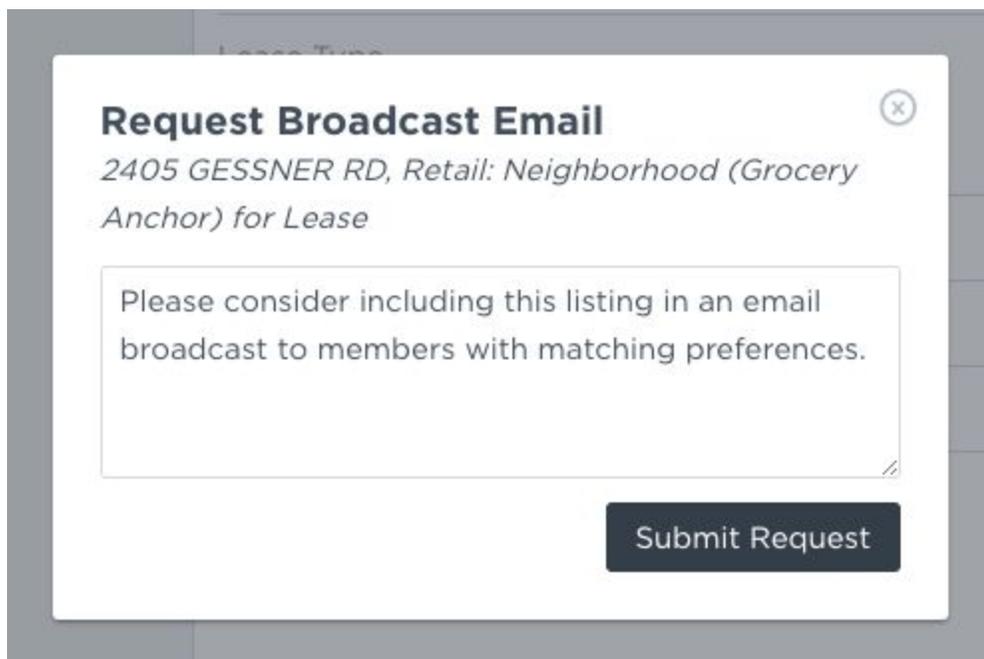
To request an email broadcast for one of your listings, start by logging in to Catylist Research, clicking on your photo at the top-right, then following the link to the "My Listings" page. Then click "Details" on the target listing.



Next, scroll down to the bottom of the listing details screen and click the “Request Broadcast” button.



Then enter a brief note about why this particular listing should be broadcast to the membership, and click “Submit Request”.



Our team will evaluate the request, then push the broadcast out to those in the market with matching preferences.

## Editing your Profile / Email Preferences

1. Click “Edit your Profile” on the member console (“Home”)
2. Click “Email Preferences” at the bottom of the list on the right

You can select the property types and areas of interest, opt in and out of different types of email, and add an alternate address should you want your assistant or administrator to be copied on incoming messages.

## Searching and Posting Needs/Wants

Catylist has a separate system for searching and posting Needs/Wants that's shared with 40+ other Catylist systems across the country.

- To post, click "Post a Need/Want" on the member console and enter the specifics about your client's need.
- To search posted wants, select "Posted Needs/Wants" under the "Public Search" menu.
- To customize your preferences for receiving posted Needs/Wants via email, customize your "Email Preferences" using the instructions above.

## Sending Member-to-Member Email

1. Once you're logged in...
2. Click "Send an Email"
3. Click "Compose Message"
4. Click "Find Recipients" to compile the list of recipients for your email. For the largest audience just "Include all recipients"
5. Insert text into the body of the message.
6. Click "**Send Email**" and it will go out immediately!

### Send an Email

From Jane Smith

To

Add Additional Email Addresses manually below, separated with commas.

Send me a copy of this email

Subject

Message

Attachments  None  File Attachment